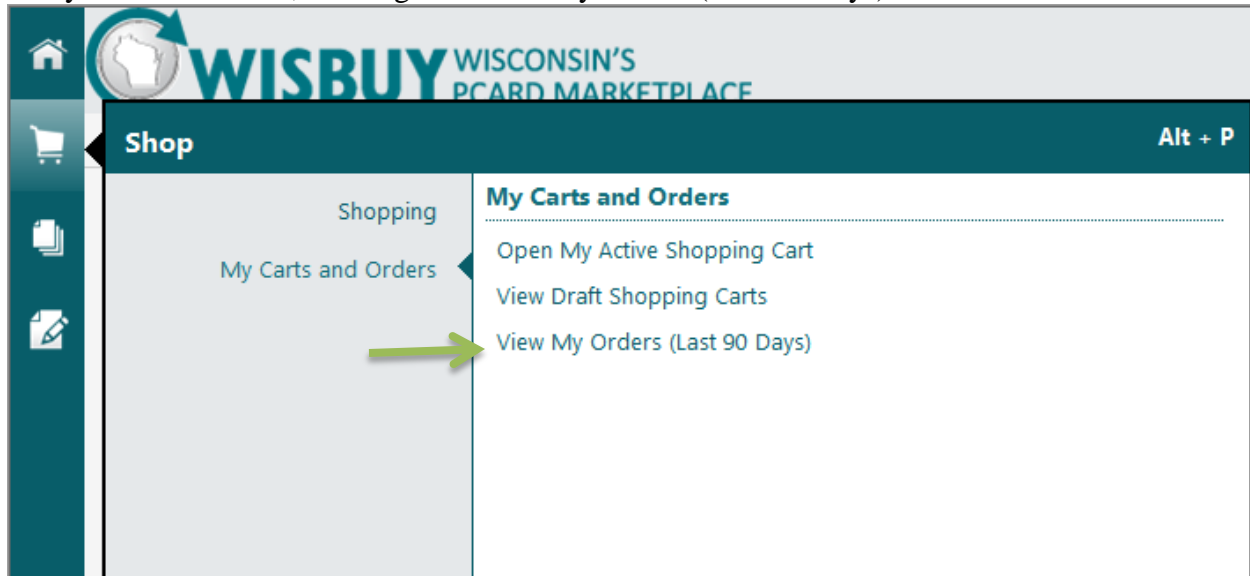
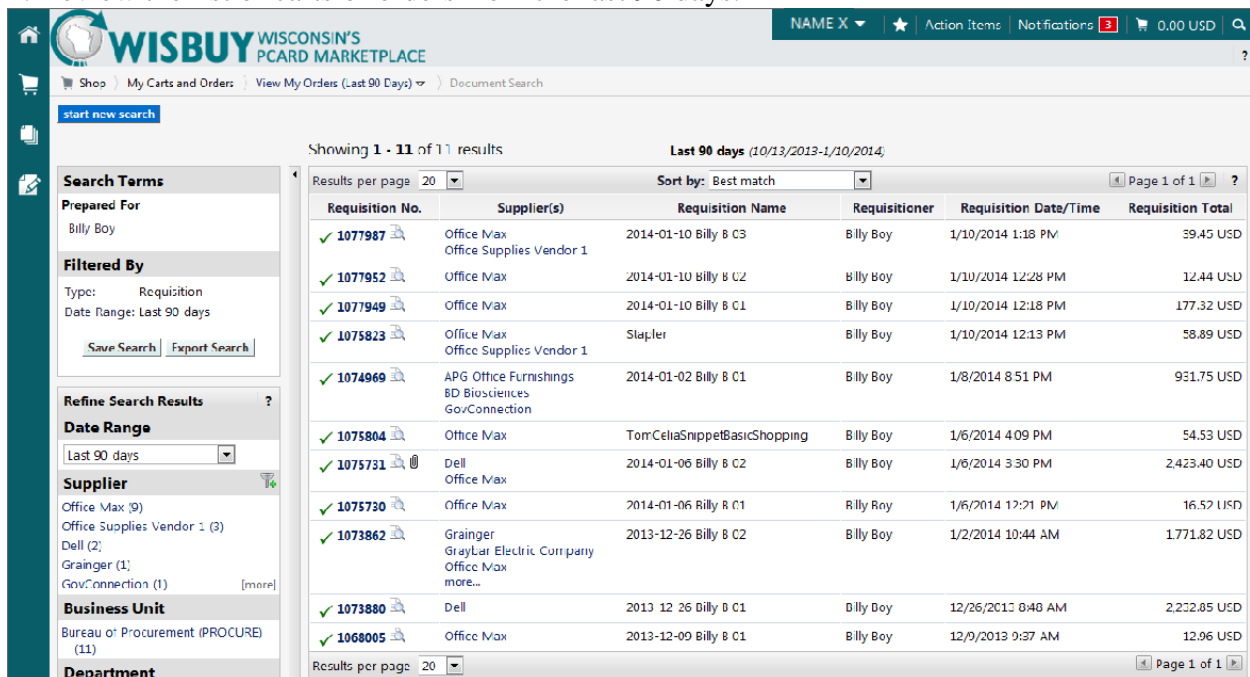


Reordering Previously Ordered Items

1. To find a cart or order to copy items from, select the shopping cart on the left-hand bar and go to my carts and orders, clicking on “View My Orders (Last 90 Days).”



2. Review the list of carts or orders from the last 90 days.














Showing 1 - 11 of 11 results Last 90 days (10/13/2013-1/10/2014)

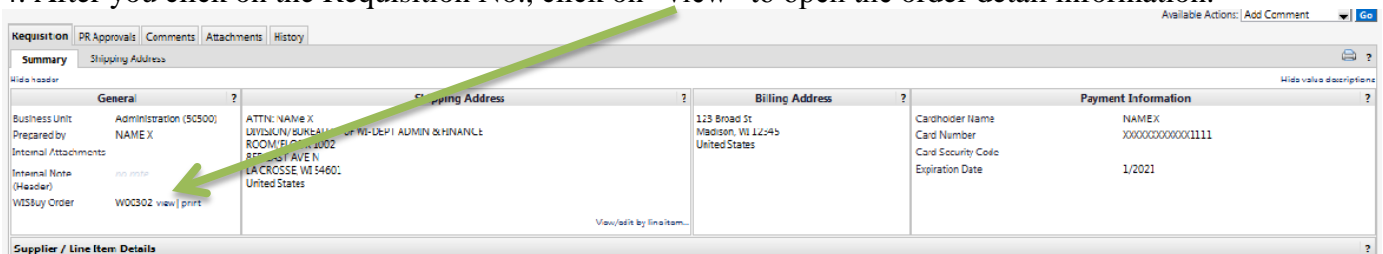
Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 1077987	Office Max Office Supplies Vendor 1	2014-01-10 Billy 8 C3	Billy Boy	1/10/2014 1:18 PM	39.45 USD
✓ 1077952	Office Max	2014-01-10 Billy 8 C2	Billy Boy	1/10/2014 12:28 PM	12.44 USD
✓ 1077949	Office Max	2014-01-10 Billy 8 C1	Billy Boy	1/10/2014 12:18 PM	177.32 USD
✓ 1075823	Office Max Office Supplies Vendor 1	Stapler	Billy Boy	1/10/2014 12:13 PM	58.89 USD
✓ 1074969	APG Office Furnishings BD Biosciences GovConnection	2014-01-02 Billy 8 C1	Billy Boy	1/8/2014 8:51 PM	931.75 USD
✓ 1075804	Office Max	TomCeliaSnippetBasicShopping	Billy Boy	1/6/2014 4:09 PM	54.53 USD
✓ 1075731	Dell Office Max	2014-01-06 Billy 8 C2	Billy Boy	1/6/2014 3:30 PM	2,423.40 USD
✓ 1075730	Office Max	2014-01-06 Billy 8 C1	Billy Boy	1/6/2014 12:21 PM	16.52 USD
✓ 1073862	Grainger GrayLar Electric Company Office Max more...	2013-12-26 Billy 8 C2	Billy Boy	1/2/2014 10:44 AM	1,771.82 USD
✓ 1073880	Dell	2013-12-26 Billy 8 C1	Billy Boy	12/26/2013 8:48 AM	2,232.85 USD
✓ 1068005	Office Max	2013-12-09 Billy 8 C1	Billy Boy	12/9/2013 9:37 AM	12.06 USD

Results per page: 20 Page 1 of 1

3. Click on a Requisition No. to open the cart line item details.

Requisition No.
✓ 1077987 
✓ 1077952 
✓ 1077949 
✓ 1075823 
✓ 1074969 
✓ 1075804 
✓ 1075731 
✓ 1075730 
✓ 1073862 
✓ 1073880 
✓ 1068005 

4. After you click on the Requisition No., click on “view” to open the order detail information.



Requisition: 1077987





Summary | Shipping Address | Billing Address | Payment Information

Business Unit: Administration (SC500) | Shipping Address: 113 Broad St, Madison, WI 53703, United States | Billing Address: 113 Broad St, Madison, WI 53703, United States | Payment Information: Cardholder Name: NAME X, Card Number: XXXXXXXXXX0000000000000000, Card Security Code: XXXXXXXX, Expiration Date: 1/2021

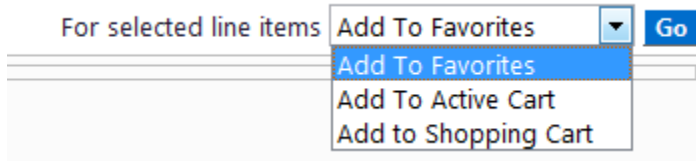
Internal Note (Header): WOC302 view | print

Supplier / Line Item Details

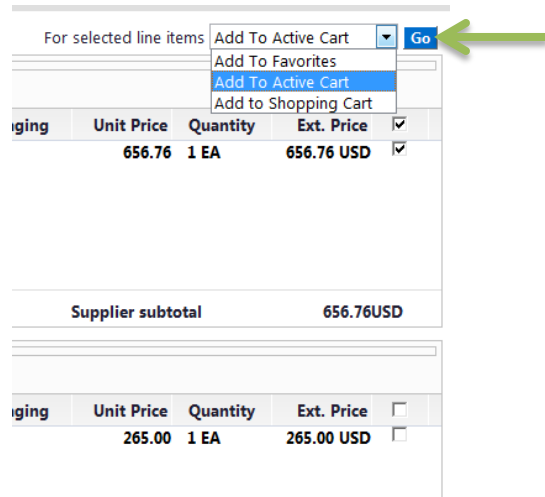
8. Details for items in the cart are displayed in a Summary window below.

Supplier / Line Item Details						
<p>Hide line details</p> <p>For selected line items: Add To Favorites </p> <p>Dell more info...</p> <p>The item(s) in this group was retrieved from the supplier's website. What does this mean? Need to make changes? VIEW ITEMS Item(s) was retrieved on: 1/6/2014 3:23:01 PM</p> <p>Line(s): 1 Need to make changes? VIEW ITEMS Item(s) was retrieved on: 1/6/2014 3:25:34 PM</p> <p>Line(s): 2</p>						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 ✓ Optiplex 3011 AIO, Optiplex 3011 All-In-One Desktop more info...	210-ABJY	EA	1,649.86	1 EA	1,649.86 USD	
Manufacturer Name: Dell Manufacturer Part Number: 210-ABJY Supplier Part Auxiliary ID: 10097324766191	Commodity Code: 20453 Microcomputers, Desktop or Tower based		Contract: 827160 more info...			
2 ✓ Epson FX-890 Serial Impact Dot Matrix Printer more info...	A0321887	EA	361.99	2 EA	723.98 USD	
Manufacturer Name: Dell Manufacturer Part Number: C11C524001 Supplier Part Auxiliary ID: 10162755967941	Commodity Code: 20453 Microcomputers, Desktop or Tower based		Contract: 827160 more info...			
Supplier subtotal					2,373.84 USD	
Office Max more info...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
3 ✓ Expo - Dry Erase Marker Caddy, Color Assorted, Style Chisel Tip more info...	N21785294	PK	12.39	4 PK	49.56 USD	
Manufacturer Name: SANFORD Manufacturer Part Number: 1785294 More Information URL: http://www.officemaxsolutions.com/c... UNSPSC: 44-11-19-05	Commodity Code: 78515 Blackboards, Chalkboards and Dry Erase Boards					
Supplier subtotal					49.56 USD	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					Subtotal	2,423.40
					Total	2,423.40 USD

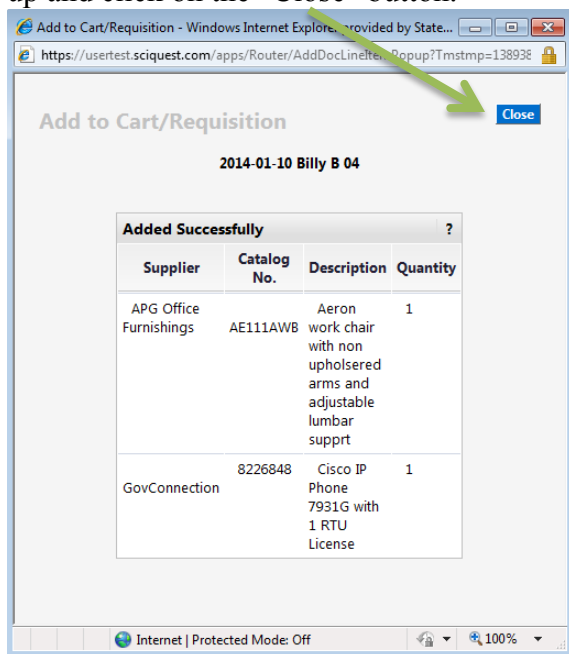
9. Purchasers may place a check next to items that will be copied into an active or pending cart. Locate the “For selected line items” field and select an option from the dropdown menu; Add to Favorites, Add to Active Cart, Add to Shopping Cart.



10. For this example, choose “Add to Active Cart” and click on Go. (NOTE: You cannot re-order items from a punchout catalog-ONLY hosted catalog) and at least one item has to be selected.

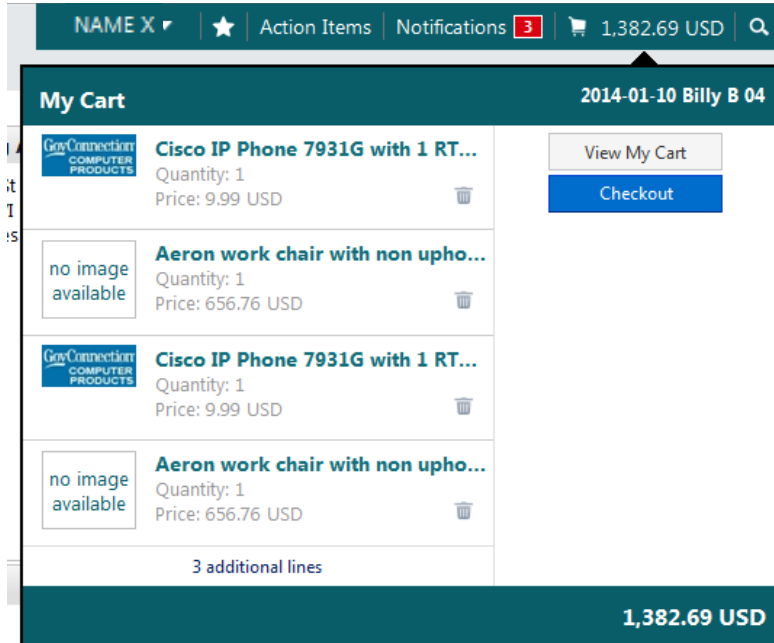


11. When the purchaser elects to “Add to Active Cart”, review the verification window that pops up and click on the “Close” button.

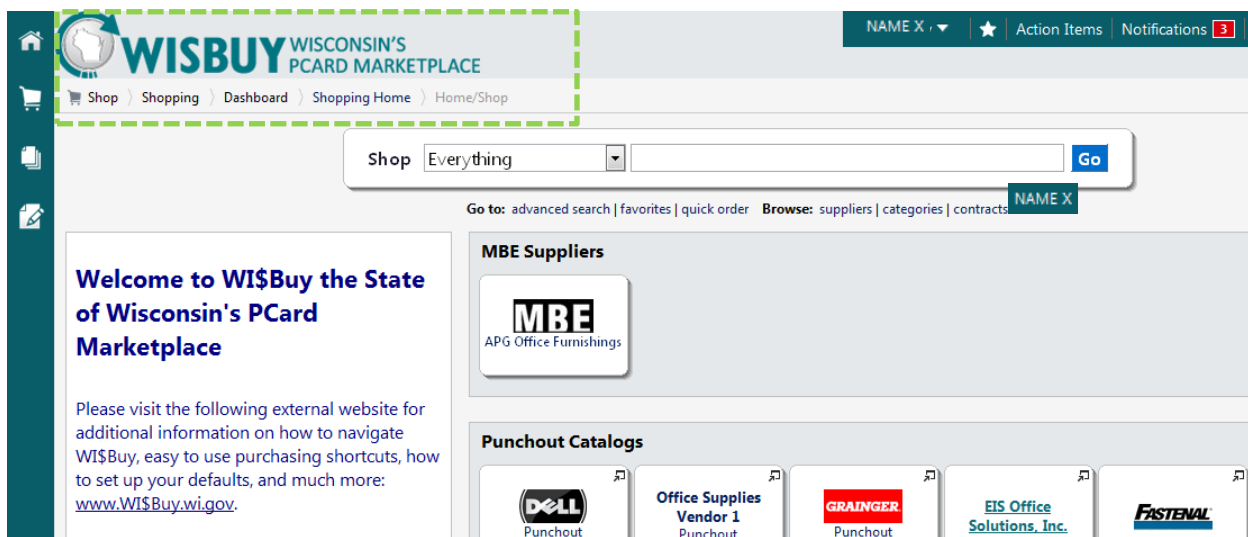


12. The selected items are added to the active cart and are available to order. At this point, the shopper may choose to continue shopping and add additional items to the cart or checkout.

13. Return the active cart by clicking on the cart icon box in the upper-right of the web page to review and Proceed to Checkout.



14. Or, click on the WISBuy logo in the upper-left corner of the screen to return to the WISBuy Home and continue to shop.



15. Please note that this functionality is not available for items from a punch-out supplier. Items from punch-out suppliers cannot be copied into a new cart and must be reordered directly from the punch-out site or by utilizing any “favorites” functionality available on the vendor’s punch-out site.

This concludes the lesson on Reordering Previously Ordered Items in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.